

## Required Documentation

Please give us proof of all the items below that apply to your situation so we may process your application quickly.

- Identification (licenses, government identification, birth certificates) and social security numbers for all members applying for assistance. If you don't have a social security number, we can help you apply for one. A photo ID is preferred but not required.
- All gross wages received by your family in the 30 days before your application. Pay stubs or written statements from employers. We need to see the pay dates, pay frequency, hourly rate or salary and gross wages for each pay date.
- If self-employed, most recent federal income tax return including all W2s, forms, and schedules or record books showing income and expenses for the last 12 months or since the business started whichever is less.
- Written statement from any person paying you for room, room and meals, or only meals.
- Income you receive from providing dependent care to children or adults in your home (self-employment records or statement from person paying). Also note the number of snacks, and the number and type of meals you provide unless you receive reimbursement for them.
- Gross unearned income such as social security, SSI, veteran's benefits, unemployment or worker's compensation, pensions, dividends, or child support (award letter, divorce/separation papers or statement from person paying support, 1099).
- Amount of room only, meals only, or room and meals that you pay.
- Dependent care expenses you paid in the last calendar month.
- Alimony or child support payments you made to anyone outside your household (court order, and cancelled checks or statement from the person receiving payment).
- Savings, checking, credit union account numbers or statements of all accounts, including children's accounts,
- IRAs and profit sharing accounts.
- Rent receipt, lot rent receipt, rent lease agreement.
- Proof of mortgage payment such as cancelled check, payment book or payment schedule.
- Property tax bill and home insurance premium including the breakdown between property, contents, liability.
- Other - verification of any other information you provided on your application, recertification form, and Interim Report form.